



---

CITY OF  
**PORTLAND,  
OREGON**

---

GOVERNMENT RELATIONS

---

**Elizabeth Edwards, Director**  
1221 S.W. Fourth Ave., Room 410  
Portland, OR 97204  
(503) 823-4130  
Fax: (503) 823-3014

September 9, 2020

TO: Mayor Wheeler  
Commissioner Fritz  
Commissioner Hardesty  
Commissioner Eudaly  
Auditor Mary Hull Caballero  
Jessica Kinard, CBO  
Douglas Imaralu, CBO

FROM: Elizabeth Edwards, Director

RE: Government Relations Fiscal Year-End 2019-2020 Fall Budget Monitoring Process

The Office of Government Relations' (Office) overall year-end expenditures for FY 2019-2020 were within anticipated budget amounts. The External Material and Services (EMS) expenditure category indicated underspending of 20.85%, largely based on canceled staff out-of-town travel, in-person trainings, professional development and programmatic events and gatherings due to the COVID-19 pandemic.

The Office's projections for revenue declines are in-line with City Budget Office General Fund forecasts. The Office met necessary cuts for the current budget year with the City-mandated elimination of Cost of Living Adjustments and merit increases for all employees in FY 2020-2021, furloughs for all Office employees, and elimination of inflationary growth for external material and services. The Office has worked to minimize the operational impact of these actions, though furloughs have resulted in coverage gaps, less responsiveness to clients and key partners, and development of an overall backlog of work. To true-up the FY 2019-2020 budget, furlough savings in the amount of \$13,367 are included as a decision package technical adjustment.

The Office of Management and Finance (OMF) finalized project costs resulting in savings for the downtown office space blended rate in FY 2020-2021. General Fund bureaus are instructed to return the savings from their Internal Material and Services (IMS) cost object for Space Rent to the General Fund. The savings for the Office of Government Relations are included as a decision package technical adjustment in the amount of \$1,447.

This Fall BMP package includes a Prior Year Fund Reconciliation Report and a report on prior year performance measures.

If you have any questions, please feel free to contact me.

Thank you,

A handwritten signature in blue ink, appearing to read 'Elizabeth Edwards', written in a cursive style.

Elizabeth Edwards  
Director

**GR - Office of Government Relations      DP Type      Encumbrance Carryover**

**Request Name:** 10958 -FY 2019-20 GF Furlough Savings True-Up.

**Package Description**

This request is a technical adjustment to true-up the furloughs taken in the prior budget year with the estimate for furloughs in the current budget year.

**Service Impacts**

**Equity Impacts**

---

2020-21 FALL Requested Adj	
Internal Materials and Services	0
Personnel	13,367

---

---

2020-21 FALL Requested Adj	
General Fund Discretionary	13,367

---

**GR - Office of Government Relations**

**DP Type**

**Mid-Year Reduction**

**Request Name:** 11074 -Office of Management and Finance Internal Agreement Adjustment

**Package Description**

The Office of Management and Finance (OMF) has finalized project costs and debt service requirements for the City's Portland Building reconstruction project and Fourth and Montgomery construction project, resulting in savings for the downtown office space blended rate in FY 2020-2021. General Fund bureaus received a CAL adjustment to pay for the higher blended rate costs and will return one-time savings from reduced debt service to the General Fund in the FY 2020-2021 Fall BMP. This decision package makes a technical adjustment to transfer \$1447 from Office of Government Relations (OGR) Internal Material and Services (IMS) cost object 651301 (Space Rent) to the General Fund.

**Service Impacts**

**Equity Impacts**

2020-21 FALL Requested Adj	
Internal Materials and Services	-1,447

2020-21 FALL Requested Adj	
General Fund Discretionary	-1,447

## Prior Year Fund Reconciliation Report

Office of Government Relations

### 100 - General Fund

EXPENDITURES	2019-20 Revised Budget	2019-20 Actuals	Percent of Actuals to Revised
Personnel	1,547,976	1,513,823	97.79%
External Materials and Services	311,433	246,496	79.15%
Internal Materials and Services	213,203	201,411	94.47%
<b>TOTAL EXPENDITURES</b>	<b>2,072,612</b>	<b>1,961,730</b>	<b>94.65%</b>

REVENUES	2019-20 Revised Budget	2019-20 Actuals	Percent of Actuals to Revised
Charges for Services	0	36,000	
Intergovernmental	35,000	0	0%
General Fund Discretionary	874,528	0	0%
Interagency Revenue	196,000	196,000	100%
General Fund Overhead	967,084	0	0%
<b>TOTAL REVENUES</b>	<b>2,072,612</b>	<b>232,000</b>	<b>11.19%</b>

### Expenditure Discussion

The Office of Government Relations' overall year-end expenditures for FY 2019-2020 were within anticipated budget amounts, with underspending of 5.35%.

The personnel services expenditure category indicated underspending of 2.21%. The Office Personnel expenditures in FY 2019-2020 were within 2.1% of the total budget, largely due to being fully staffed with 10 FTE for the nearly the entire fiscal year. The Office also completed one reclassification of the International Relations Director from the Commissioner's Staff Representative to the Commissioner's Senior Staff Representative classification, which adjusted the compensation range for the position mid-year.

The Office ended FY 2019-2020 with underspending of 20.85% in External Material and Services (EMS). The Office's shift to full telework with the onset of the COVID-19 pandemic curtailed certain expenditures in spring 2020, such as out-of-town-travel and in-person training and professional development opportunities. The Mayor instructed all bureaus to stop non-essential travel and further direction from the Oregon Governor's Office restricted gatherings, such as the annual Rose Festival Parade and related activities, which both had substantial impacts on the regular activities of Office programs. The Office also canceled trainings in spring 2020. During the Spring Budget Monitoring Process (BMP), the Office made a technical adjustment of \$10,000 from EMS to Internal Material and Services (IMS) to address increases in operational and internal service bureau expenditures. IMS expenditures at the end of FY 2019-2020 were 5.53% below the IMS budgeted amount.

### Revenue Discussion

The Office of Government Relations is a general fund bureau (\$2,072,612), with revenues supplemented by interagency and intergovernmental agreements with other bureaus and Prosper Portland, totaling \$231,000 in FY 2019-2020.

### Bureau Performance Narrative

The Office of Government Relations conducted its annual customer service survey in Fall of 2019. Survey results were positive. 92% of customers rated OGR's services as "excellent or very good," and 86% indicated OGR made progress on state, federal or intergovernmental issues. 100% of OGR customers indicated the Office was responsive to client requests. The International Relations Program supported the Mayor, Commissioners' offices, and other Bureaus, to welcome 47 delegations to the City in FY 2019-2020 and the State Relations Program contacted 64% of Oregon legislators.

Key Performance Measures	Measure Type Name	FY 2017-18 Actuals	FY 2018-19 Actuals	FY 2019-20 Target	FY 2019-20 Actuals	FY 2020-21 Target	Strategic Target	Details
GR_0004 Percentage of Respondents Rating Government Relations either Very Responsive or Responsive	OUTCOME	98%	100%	100%	100%	100%	100%	100% of annual customer service survey respondents rated the Office of Government Relations very responsive or responsive for the FY2019-20 reporting period, which meets the FY 2019-2020 target (100%).
GR_0005 Percentage of Respondents Rating Services as Excellent or Very Good	OUTCOME	86%	90%	95%	92%	95%	95%	92% of annual customer service survey respondents rated Office of Government Relations services as excellent or very good for the FY 2019-2020 reporting period. This high rate of customer satisfaction exceeds FY 2019-2020 results (90%), though does not reach the FY 2019-2020 target (95%).
GR_0007 Percentage of respondents reporting progress made on State, Federal, or Intergovernmental issues	OUTCOME	97%	95%	75%	86%	75%	75%	86% of annual customer service survey respondents reported they were assisted by Government Relations in making progress on state, federal, or intergovernmental issues. This exceeds the FY 2019-2020 target (75%).

Office of Government Relations

Prior Year Performance Reporting

Run Date: 9/15/20

Run Time: 1:58:35 PM

Other Performance Measures	Measure Type Name	FY 2017-18 Actuals	FY 2018-19 Actuals	FY 2019-20 Target	FY 2019-20 Actuals	FY 2020-21 Target	Strategic Target	Details
GR_0003	Percentage of targeted legislators	87%	87%	90%	64%	90%	90%	<p>The State Relations program contacted 64% of Oregon legislators in FY 2019-2020. This is a decline from FY 2018-2019 results (87%) and does not reach the FY 2018-2019 target (90%). Legislative outreach in FY 2019-20 was impacted by the short (even-year) legislative session and walkout that ended the session early, as well as the unprecedented impact of COVID-19 on the ability to conduct in-district outreach. The Office will continue with its outreach efforts before, during, and following legislative sessions.</p>
GR_0006	International Delegations Received	86	70	70	47	70	70	<p>The International Relations program welcomed 47 visiting delegations in FY 2019-2020, ranging from international groups of students to high-ranking public officials. This is a decline from FY 2018-2019 results and does not reach the FY 2019-2020 target (70). The COVID-19 and associated travel restrictions had an unprecedented and profound impact on international delegation activity. However, the Office continued to work with international partners, including to facilitate donations of personal protective equipment (PPE).</p>